

**COMMITTEE ON INSURANCE/AUDIT AND CLAIMS  
TUESDAY, FEBRUARY 22, 2022  
CITY HALL COUNCIL CHAMBERS  
5:00 p.m.**

**COMMITTEE MEMBERS PRESENT:** Ceri Otero, David Armstrong and Robin Harrison. Craig Diggs was absent.

**OTHER COUNCIL MEMBERS:** Mayor Dan Rife

**STAFF PRESENT:** Assistant City Administrator Greg Dagnan and City Clerk Traci Cox

Chair Ceri Otero called the meeting to order at 5:00 P.M.

**OLD BUSINESS:**

1. **Approval of minutes from previous meeting:** On a motion by Mr. Armstrong, the minutes of the February 8, 2022 meeting were approved 3-0.
2. **Review and approval of the Claims Report:** The Committee discussed items regarding the Claims Report. Mrs. Harrison moved to approve the claims. Motion carried 3-0.
3. **Consider and discuss changes to Resignation Notice Policy:** HR Coordinator Michael Miller explained an emergency clause had been added to the policy as previously presented to the Committee. The Code also needs to be changed to address the resignation of the City Administrator. Mr. Armstrong made a motion to approve the C.B. and forward to council. Motion carried.

**NEW BUSINESS:**

1. **Consider and discuss Remote Work Policy:** This policy is being created to address remote work during severe weather events.
2. **Staff Reports:** None
3. **Other Reports:** None

**ADJOURNMENT:** Ms. Harrison made a motion to adjourn at 5:24 PM. Motion carried 3-0.

Traci Cox